



## Temple Moor / Brigshaw Sixth Form Partnership Policy Document

### Part A – School Administration of the Fund

There are two categories of bursary identified by the government, Vulnerable Bursaries and Discretionary Bursaries. The vulnerable group of learners have been allocated £1,200.00 each. Students can use this money to pay for school trips, a laptop or similar, specialist course equipment, stationary, revision guides, transport, transport to Open Days, work related attire, topping up their cashless account for meals at school etc. We are open to discussions about what each individual needs so please come and see Mrs Pearson if you are unsure. The school will put £100 per student aside to cover costs during the Work Experience fortnight. This could include professional dress, transport and lunches. ***These payments can be withheld if the student does not adhere to the standards expected of them, i.e. attendance at all lessons and registrations, adherence to deadlines, attainment, standard of work and acceptable behaviour.***

For students who meet the Bursary Fund criteria, the arrangements are exactly the same. (***This amount will be confirmed at the start of the new school year once our funding has been confirmed.***) We have chosen to allow students to decide how to spend their entitlement as long as it is in direct relation to their studies. We feel that students are best placed to know what they need and are mature enough to manage their finances. As with the Vulnerable Bursary, payments can be withheld if the student does not adhere to the standards expected of them, i.e. attendance at all lessons and registrations, adherence to deadlines, attainment, standard of work and acceptable behaviour.

Students who are in receipt of free school meals will be eligible for additional funding to cover the outlay of educational visits, course materials and transport to school and university/ employer open days. This will be agreed on a needs basis by Mrs Pearson. If we receive a large amount of applications which meet the criteria, it may be that we decide to alter the criteria to help those in greatest need. This will be published in the new school year once all applications have been received and processed. In order for us to process and make decisions, applications should be submitted no later than **end of September 2021.**

We will still reimburse travelling expenses incurred to get to and from exams.

We will set aside 10% of the fund in order that we can help students whose circumstances may have changed during the school year. These circumstances may be bereavement, parent being made redundant, family breakdown etc. We feel it is important to retain some of the funding for these sorts of occurrences.

A student's eligibility does not automatically mean that we will agree to any funding. However, they can appeal if we have rejected their application for funds by writing to Mrs Pearson, Pastoral Leader Post 16, stating the reasons for appeal. We aim to respond to any appeal within 7 days of receipt of the letter. We have been instructed by the YPLA that the priority target group is learners who are at risk of not participating in learning because of financial hardship. We will, therefore, prioritise accordingly.



## **Part B - 16-19 Bursary Fund Eligibility**

### **Target Group 1 – Vulnerable Bursary**

**Is the child/young person in any one of the targeted groups?**

- Looked After Child (A child in local authority care, including foster care when placed by the local authority)
- A young carer
- A child in receipt of Personal Independence Payment or Disability Living Allowance
- A child receiving Income Support or Universal Credit because they are financially supporting themselves

### **Target Group 2 – Discretionary Bursary**

**Has the family particular circumstances that indicate their child/children are economically disadvantaged in a way that excludes them from attending the Sixth Form?**

- Eligible for free school meal
- Potential NEET

### **Target Group 3 – Discretionary Bursary**

**Is the family**

- In serious debt?
- Experiencing family break down?
- Experiencing bereavement?
- A lone parent household?
- A workless household?
- On low pay? (Below £25,000 per annum)
- In receipt of benefits?
- Student or carer ill health?
- No longer living at home and not eligible for benefits?
- Needing equipment/money for an essential school activity. Applications for this can be made throughout the school year by any student and will be granted on an individual basis.

**If a child or family meets the criteria of the targeted groups, please complete the 16-19 Bursary Fund Application and Financial Assessment Forms then submit to the Sixth Form Office. To ensure consideration, please submit the forms no later than the end of September 2021.**

**Please note that, even though the criteria may have been met, there is no right of access to the fund. Attendance, attainment and behaviour will be taken into account when considering the application.**

## Application to 16-19 Bursary Fund Financial Assessment Form

### 1.1 Learner Details

Surname/Family name	
First name(s)	
Sex (M/F)	
Date of Birth (dd/mm/yyyy)	
Age on 31 <sup>st</sup> August	

### 1.2 Address Details

Home Address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
Email address :	

### 1.3 School/college Details

Name of school/college	
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### 1.4 Students Bank or Building Society account details

(student will need to open an account if they do not currently have one).

*This should be the name as it appears on your cash or debit card, or statement*

Full name of Account Holder	
Name of Bank/Building Society:	
Branch:	
Sort Code:	
Account Number:	
<b>Parent/Carer signature:</b>	

### 1.5 Course Details

Full time - guided learning hours (g.l.h.) per week:	
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### 2.1 Financial Information

Are you and/or your sibling(s) eligible for free school meals?	Yes	No
Sibling Name(s)		

***If you, or your siblings, are in receipt of Free School Meals, you do not need to provide further financial information in the Financial Assessment section. However, where you may be eligible to receive an award of £1,200 per year as a young carer, you will need to provide evidence to support that claim related to certain benefit categories i.e. a lone parent in receipt of incapacity benefit.***

### 2.2 Parent/Carer Details

	Person 1	Person 2
Surname:		
First name(s):		
Relationship to Learner:		
Telephone		

### 2.3 Financial Assessment – Income

*To be completed by the person(s) responsible for the household bills*

Person 1	Are you employed? (Yes / No)	If yes, please submit P60 for details
Person 2	Are you employed? (Yes / No)	If yes, please submit P60 for details

*If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive.*

Benefit received	Income Support	Job Seekers Allowance	Employment Support Allowance	Incapacity Benefit	Carer's Allowance	Housing Benefit	Council Tax Benefit
Person 1							
Person 2							

### 2.4 Financial Assessment – Other Income

*Please tick the relevant boxes to indicate all other income received into the household*

Other Income	Universal Credit	Working Tax Credit	Child Tax Credit	Child Benefit	Grants or Bursaries etc	Disability Living Allowance	Any other income / benefit – please specify
Person 1							
Person 2							
Applicant							

### Evidence

**Whatever you have declared in 2.3 and 2.4 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.**

The tables below show the evidence you will need to provide with your application form. Once you have declared and identified your benefits on the application find the 'Type of Income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

Type of Income	Evidence Required
<b>Annual Salary</b>	P60 for tax year 2019-20, or week 52 (last week in March 2020) payslip or month 12 (March 2020) payslip
<b>Income Support</b>	Entitlement / Award letter – dated within the last 3 months
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months

Type of Income	Evidence Required
<b>Incapacity Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Carer's Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Housing Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Council Tax Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Universal Credit</b>	Universal Credit award notice – most recent monthly award statement
<b>Working Tax Credit</b>	Working Tax Credit Award Notice marked "2019-20". Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Child Tax Credit</b>	Working Tax Credit Award Notice marked "2019-20". Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Child Benefit</b>	Award letter
<b>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid
<b>Disability Living Allowance or Personal Independence Payment</b>	Entitlement / Award letter
<b>Any other income</b>	Relevant paperwork

## DECLARATION

*Please read the declaration below and read carefully before signing:*

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.
3. I am aware that I must be in full time education (minimum 16 guided learning hours per week) and studying at least 3 A levels or equivalent. I am also aware that funding may be withdrawn should my attendance, behaviour or adherence to deadlines not meet the standards expected by the school.

<b>Signed (Learner):</b>	<b>Date:</b>
<b>Signed (Person 1 or 2):</b>	<b>Date:</b>

For School Use:	Date Received:
Authorised By:	Date:

**Please ensure the application is submitted to the Sixth Form Office by the end of September.**